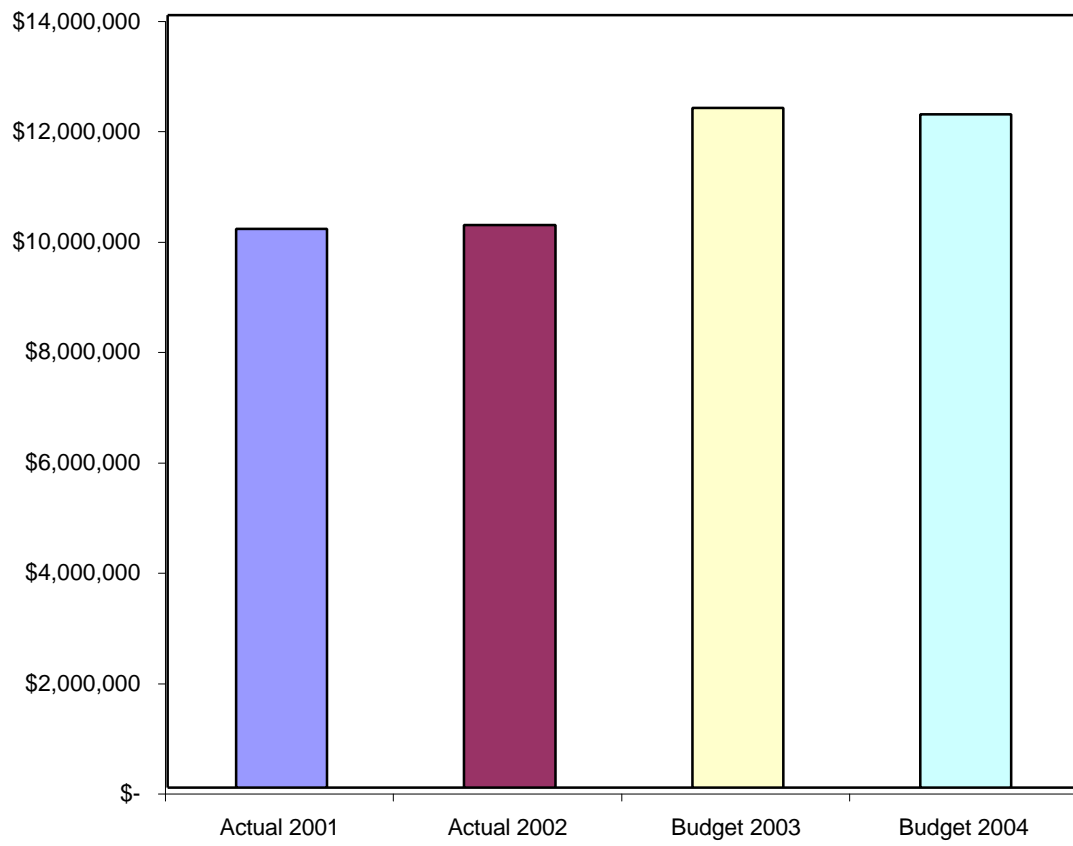


## **Constitutional Offices**

The Constitutional Offices of Hamilton County, Tennessee are established pursuant to the constitution of the State of Tennessee. They are independently elected officials with the exception of the Clerk and Master who is an appointed official of Hamilton County, Tennessee.

The General Fund accounts for the activities of each officer's Fee and Commission account. It is used to account for all revenue and certain expenditures applicable to the general operations of the Constitutional offices.

### Constitutional Offices



## Constitutional Offices Expenditures by Departments

Departments	Actual 2001	Actual 2002	Budget 2003	Budget 2004
Medical Examiner	\$ 571,841	\$ 692,183	\$ 714,654	\$ 728,658
Clerk and Master	449,621	420,337	578,785	610,290
Circuit Court Clerk	611,753	684,306	819,529	842,481
County Clerk	942,520	989,788	1,148,869	1,227,502
Register of Deeds	414,733	304,274	423,476	408,320
Trustee	209,010	211,429	246,195	286,672
Assessor of Property	2,477,832	2,481,635	2,743,415	2,838,689
District Attorney	754,369	890,139	1,300,893	776,573
Election Commission	1,249,067	1,068,217	1,508,160	1,534,752
Criminal Court Clerk	654,514	686,085	859,672	937,425
District Public Defender	213,613	223,967	271,695	277,779
Board of Equalization	550	2,450	2,500	2,000
General Sessions Court Judges	782,714	811,959	863,039	885,617
Juries	176,446	182,456	200,000	200,000
Criminal Court Judges	142,806	147,380	162,052	164,225
Chancery Court Judges	7,700	7,989	11,550	10,500
Circuit Court Judges	184,006	193,913	215,300	226,331
Family Mediation	74,570	-	-	-
Judicial Commission-Magistrate	203,062	197,661	244,952	248,083
	\$ 10,120,727	\$ 10,196,168	\$ 12,314,736	\$ 12,205,897
<b>Authorized Positions</b>	<b>358.68</b>	<b>366.18</b>	<b>365.86</b>	<b>365.68</b>

# Medical Examiner – 1001

## FUNCTION

The County Medical Examiner is required by the "Post Mortem Examination Act" (Tennessee Code Annotated, Sections 38-7-101 through 38-7-117) to investigate certain types of deaths occurring in this county and to keep records on investigations and examinations of all such deaths. In this way, the medical and legal circumstances of a death can be properly documented and provisions can be made for the completion of a Tennessee Death Certificate. The primary goals of the "Post Mortem Examination Act" are as follows:

1. To detect unsuspected homicides.
2. To protect the health of the community.
3. To clarify workmen compensation claims, insurance claims and civil lawsuits.
4. To provide more accurate vital statistics.

By law, "the death of any person resulting from sudden violence or by casualty or by suicide, or suddenly when in apparent health, or when found dead, or in prison, or in any suspicious, unusual, or unnatural manner, or where the body is to be cremated", must be reported to the County Medical Examiner. Furthermore, the death of an individual occurring in a suspicious, unusual or unexpected manner while in a hospital, outpatient facility, nursing home, treatment resource clinic, or other health care facility must be reported to the County Medical Examiner. The types of death reported to office include, but are not limited to, the following:

Homicides, Suicides, Drownings, Electrocutions and Lightning, Traffic, Home and Industrial Accidents, Poisonings, Deaths in Prison or Falls, Aircraft Accidents, Falls, Burns and Scalds, Freezing or Exposure, Suddenly when no obvious serious disease is present, Anesthetic Deaths, and any "Delayed Death" following treatment and/or hospitalization for traumatic injuries.

## PERFORMANCE GOALS AND OBJECTIVES

1. To provide vital information that is needed by the family of the deceased, Public Health Department, law enforcement, and many other agencies in an effective, timely and courteous manner.
2. Comprehensive investigations include selected death scene visits, postmortem examinations and/or autopsy with photographic and narrative documentation of various medical evidence, toxicology and serology, x-rays, and consultation in anthropology, odontology, or other specialties as needed.
3. In addition, the County Medical Examiner is responsible for the preparation of various reports and other documentation related to an individual's death, and subsequent expert medical testimony in judicial proceedings. This office is also actively involved in the training of area law enforcement personnel, medical institutions, and other interest groups.

## PROGRAM COMMENTS

The administrative and investigative responsibilities of the County Medical Examiner are established by the "Post Mortem Examination Act" (Tennessee Code Annotated, Sections 38-7-101 through 38-7-117). This office is notified to investigate approximately 40% of the deaths occurring in Hamilton County each year. In 2002, the Medical Examiner's office investigated 1,800 deaths. The time required to investigate, determine to cause and manner of death, and release the remains is determined by the circumstances associated with the death. In addition to the full time employees, three medical investigators are paid on a per case basis for cases worked.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 313,018	\$ 459,124	\$ 476,575	\$ 481,622
Employee Benefits	70,927	99,597	112,740	122,242
Operations	187,896	133,462	125,339	124,794
Total Expenditures	\$ 571,841	\$ 692,183	\$ 714,654	\$ 728,658

# Clerk & Master - 1002

## FUNCTION

The CLERK & MASTER serves in the dual role of CLERK of the Chancery Court and the MASTER in Chancery for the Eleventh Judicial District of Tennessee. As CLERK, the officer exercises all the duties and powers conferred upon clerks of court generally, which role is almost exclusively clerical, and law or orders of the Court strictly define the powers exercised. As MASTER the officer is a judicial officer clothed with many of the powers of a Chancellor. There is no question of Law or Equity, or disputed fact, which the CLERK & MASTER may not have occasion to decide, or respecting which the CLERK & MASTER may not be called upon to report his opinion to the Court.

## PERFORMANCE GOALS AND OBJECTIVES

To discharge the duties of the office diligently, honestly, impartially, courteously and efficiently.

## PROGRAM COMMENTS

Our goal is to operate the Clerk & Master's office in an efficient manner and to serve the public to the best of our ability. We are confident that we can accomplish the task by working closely with our deputies through special training programs and the reorganization of job duties, to utilize their interests and talents. We believe this budget is minimal for the effective operation and maintenance of the Clerk & Master's office.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Benefits	\$ 317,629	\$ 291,339	\$ 355,938	\$ 407,443
Operations	131,992	128,998	222,847	202,847
Total Expenditures	\$ 449,621	\$ 420,337	\$ 578,785	\$ 610,290

# Circuit Court Clerk – 1003

## FUNCTION

The Clerk of the Circuit Court maintains Circuit and Sessions Civil Courts. The Clerk is a state mandated constitutional official. The Clerk's responsibility is to attend the court by providing staff, which performs all the clerical functions for the courts. The Clerk is responsible for the management of all complaints, petitions, summons, orders and other documents relating to lawsuits filed with the court. The Clerk also handles the collection, receipt, and accounting for all litigation taxes, court costs, fines, fees, and restitution as ordered by the court. The Clerk issues civil warrants, detainer warrants, executions, garnishments, subpoenas and other related documents as assigned by law, preparation of reports to the County and the State of Tennessee. The Clerk collects and disburses child support payments as ordered by the Circuit Court Judges. The Clerk is also responsible for filing Orders of Protection, Judicial Hospital cases and Emergency Commitments.

The Circuit Court Clerk also serves as a clerk to the Board of Jury Commissioners and maintains current data on all prospective jurors and handles the empanelling of jurors for Circuit, Criminal and Chancery Courts.

The Parenting Coordinator for Hamilton County, who assists the courts and litigants in domestic cases with children, is also under the supervision of the Circuit Court Clerk.

## PERFORMANCE GOALS AND OBJECTIVES

- Serve the Judges, lawyers and citizens of the County in an efficient, attentive and courteous manner;
- Provide the most cost-effective service possible to the public and to members of the legal profession;
- Manage and process court documents with speed and accuracy;
- Collect litigation taxes, fees, fines and court costs as cases are concluded;
- Receipt and disburse collections timely;
- Prepare reports to the State of Tennessee in compliance with established guidelines; and
- Research new technology that would increase the efficiency and decrease the cost of operation.

## PROGRAM COMMENTS

Sessions Court and Circuit Court are fully automated. Both offices continue to make every effort to serve the public courteously and efficiently and to explore new and better ways to deliver our services.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Benefits	\$ 392,179	\$ 415,750	\$ 519,792	\$ 536,036
Operations	219,574	268,556	299,737	306,445
Total Expenditures	\$ 611,753	\$ 684,306	\$ 819,529	\$ 842,481

# County Clerk – 1004

## FUNCTION

The County Clerk is a constitutional officer and is elected by the voters for a term of four years. Duties of the office range from secretary to the County Commission to conducting a great deal of the state's taxation duties within the County. Included are collections and remittance to County of funds derived from administering Business Tax Act, Beer Tax laws and Marriage Licensing law. Approximately \$3.79 million collected in miscellaneous was remitted to Hamilton County's general fund for the 2002 calendar year.

## PERFORMANCE GOALS AND OBJECTIVES

To provide annual services mandated by the legislature. These include the processing of motor vehicle transactions and the issuance of business licenses and serving as secretary to the County Legislative body. These and other functions provide for more than 26.5 million dollars handled and accounted for by the Clerk's office.

## PROGRAM COMMENTS

In providing services our goal is to serve the public in a courteous and efficient manner. Also diligent enforcement of tax laws under our jurisdiction generates revenue for the general government. This includes administration of the Business Tax Act, issuance of marriage licenses and receiving motor vehicle title and registration applications. The branch office at Bonny Oaks is providing easier access and greatly reduces the traffic and parking problems in the Courthouse area. Sixty-six percent of all walk-in tag & title and renewal work was processed at the Branch office. Of the 159,292 branch transactions, 76,621 were renewals. This is beneficial to the public, other Courthouse offices and courts. The public has been extremely complimentary of this extension of services provided by the Commission. The Courthouse location processed 82,600 walk-in transactions of which 41,666 were renewals.

We continue to transfer historic marriage records from microfilm to the data program. The "tickler file" on contract expirations and commission appointments that the Commission requested we implement is beneficial to County Government as a whole.

## SERVICE ACCOMPLISHMENTS

The County Clerk continues to aggressively look for ways to provide additional services for the motoring public.

In providing the extra services new fee sources are pursued e.g.

1. Our contractual agreement with State provides payments to the County for issuing vehicle titles locally, a great service to the motoring public. 138,012 titles were issued last year, earning an additional \$276,024 for the County. This is an increase of 23,094 titles from the previous calendar year.
2. Open-ended contract with City of Chattanooga to provide payments to County for issuing city stickers. In 2001, 85,781 stickers were issued. The County earned \$21,445 as commission for these sales.
3. Working agreements with national trucking lines to issue semi-plates to companies that have freight depots in Tennessee. Last year 41,373 semi-plates were processed. This is a 12,218 increase over CY 2001. This extra effort earned Hamilton County over \$400,000 and earned \$3.4 million for the State of Tennessee. We continue to aggressively serve the fleet community.
4. We had a net increase in our mail/internet department of 8,936. For each transaction of this type, we are able to charge a \$1 mail fee. The cost for postage is about a third of that, so the County reaps the benefit. We expect to see our internet business grow every year—further pushing the mail margin higher.
5. We finished up our multi-media installation by replicating the Bonny Oaks system at the Courthouse in 2002. The screens are positioned for those who are waiting for service in line. The digital presentation promotes Organ Donor Awareness as well as instructs the taxpayer how to best be prepared when reaching a clerk to process their application. The system was funded by a grant we pursued from the Tennessee County Clerk's Organ Donor Awareness Foundation. The system is successful on two counts. 1) Taxpayers enjoy the "distraction" from waiting in line. 2) Our collections for organ donor awareness have increased, and the Clerk's office continues to lead the State in organ donor collections.
6. The County Clerk's office received a NACo award in 2002 for creating the "Business Tax Wizard." The wizard is an excel spreadsheet that assists Hamilton County business owners in completing the annual Gross Receipt tax form. The wizard reduces the amount of time required to complete the return and also provides for perfect accuracy in calculations.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Benefits	\$ 716,642	\$ 765,321	\$ 926,082	\$ 1,017,847
Operations	225,878	224,467	222,787	209,655
<b>Total Expenditures</b>	<b>\$ 942,520</b>	<b>\$ 989,788</b>	<b>\$ 1,148,869</b>	<b>\$ 1,227,502</b>

# Register of Deeds – 1005

## FUNCTION

The principal duty of the County Register's office is to record deeds and other instruments required or allowed to be filed by law. Writings eligible for registration include deeds, powers of attorney, mortgages, marriage settlements, plats, military discharges, etc. The Register is responsible for collecting and accounting for all fees and taxes due as allowed by law. Excess fees are turned over to the County Trustee twice per year.

## PERFORMANCE GOALS AND OBJECTIVES

1. To accept, process and optically scan documents.
2. To provide electronic access to the public and commercial users.
3. To bill departments through the computer accounts receivable application.
4. To microfilm all records to safeguard against loss or change.
5. To assist the public with information in a genuine and caring manner.
6. To keep the general ledger, etc. with the computer application, and provide auditing via the computer.
7. To work with all governmental departments exchanging information via the computer system to eliminate extra steps for the public and County governmental departments.
8. To provide a satellite office for the public convenience in retrieving information and recording legal documents.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ -	\$ -	\$ 30,925	\$ 37,000
Employee Benefits	171,766	172,160	224,996	226,820
Operations	242,967	132,114	167,555	144,500
<b>Total Expenditures</b>	<b>\$ 414,733</b>	<b>\$ 304,274</b>	<b>\$ 423,476</b>	<b>\$ 408,320</b>



# Trustee – 1006

## FUNCTION

The Trustee is the treasurer for the county and serves three primary functions: (1) collect all county property taxes; (2) keep a fair and regular account of all money received; and (3) invest temporary idle funds. The following are major funding sources handled by the Trustee: real property taxes, personal property taxes, state assessed property taxes, hotel-motel taxes, grants, state and federal government funding. The Trustee provides services to County General Government and the Board of Education.

## PERFORMANCE GOALS AND OBJECTIVES

1. Increase the level of customer service.
2. Improve office efficiency.
3. Reduce costs.

### Methods of achieving goals and objectives:

1. Redesign tax bill
  - A. Send bill with a copy to be retained for records/receipt (reduce postage)
  - B. Send return envelope with bill (customer convenience with faster processing in the office)
2. Lock box payment processing.
3. Debit/Credit Card payments.
4. Increased promotion of Tax Relief Program.
5. Increased collection activity on delinquent bills.
6. Staff members to attend customer service training seminar(s).
7. Review current banking and investment services. Revise as necessary.

## SERVICE ACCOMPLISHMENTS

1. Negotiated agreement to collect Hotel-Motel taxes for the City of Chattanooga.
2. Opened satellite office at the Bonny Oaks Industrial Park on 10/1/02. Customers may pay current property and personalty taxes in that office. Tax relief specialist on the premises.
3. Tax relief applications are now being processed online.
4. When possible, wire transfers are being used in place of manual checks.
5. Improved communication capabilities between office staff, accounting personnel and banking officials.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Benefits	\$ 130,996	\$ 136,491	\$ 154,965	\$ 188,644
Operations	78,014	74,938	91,230	98,028
Total Expenditures	\$ 209,010	\$ 211,429	\$ 246,195	\$ 286,672

# Assessor of Property – 1007

## FUNCTION

The function of the Assessor of Property is to locate, identify, and appraise all taxable property while maintaining current information on the ownership and characteristics of all property; and to prepare and certify the assessment roll annually in accordance with administrative procedures and state law.

## PERFORMANCE GOALS AND OBJECTIVES

To establish the Hamilton County Assessor of Property's office as the world leader in property assessment administration achieving status as the benchmark Assessor's office in customer service, information management, valuation, efficiency, cost of operations, and quality management.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 1,587,263	\$ 1,575,712	\$ 1,661,060	\$ 1,718,047
Employee Benefits	443,436	471,241	561,840	628,642
Operations	447,133	434,682	520,515	492,000
Total Expenditures	\$ 2,477,832	\$ 2,481,635	\$ 2,743,415	\$ 2,838,689

# District Attorney – 1008

## FUNCTION

1. To prosecute all felony cases, all state misdemeanor cases, and all juvenile delinquency cases brought before the Hamilton County Juvenile Court.
2. To conduct all preliminary hearings in Hamilton County.
3. To organize the Hamilton County Grand Jury, and to subpoena witnesses for, docket cases for, prepare indictments for and aid in investigations conducted by that body.
4. To implement plans and procedures in assisting the judicial system to enhance the movement of the court's case load through the systems as rapidly, efficiently, and effectively as possible to alleviate jail overcrowding and local government costs.
5. To advise and counsel all law enforcement agencies within Hamilton County.
6. To represent crime victims in victim compensation hearings.
7. To maintain and supervise the victim witness assistance program.
8. To enjoin public nuisances.
9. To advise the DUI Task Force and to prosecute DUI Task Force cases.
10. To maintain and supervise the Child Abuse and Child Sexual Abuse special unit and to screen and prosecute cases originated by that unit.
11. To maintain an economic crime/fraud/worthless check unit to carry out the procedures set forth in T.C.A. 40-3-103 for the processing of fraud/worthless checks.
12. To transfer fugitives from any place in the U.S. to this jurisdiction for trial.
13. To supervise and assist police in major felony investigations.
14. To locate missing witnesses and transport to and from court when necessary.
15. To advise and educate the public concerning the Criminal Justice Systems. To do as much as possible to get the community involved in the judicial system.
16. To properly train assistant district attorneys and support personnel to carry out the function of the office.

## PERFORMANCE GOALS AND OBJECTIVES

The goal of the office of the district attorney is to vigorously, competently, efficiently, and fairly prosecute those persons who choose to violate the criminal law in Hamilton County. In order to accomplish this primary objective, the district attorney general has developed and will continue to develop an experienced and competent staff of criminal trial attorneys who are dedicated to this primary goal. It is the belief of the district attorney general that effective prosecution of criminals by his office results in greater physical safety for the people of Hamilton County, both in their homes and on their streets. It is the goal of the district attorney general that those persons contemplating criminal activity in Hamilton County remain fully aware of the fact that his office will pursue and prosecute them to the fullest extent possible under the law.

The District Attorney's office is constantly contemplating and working towards implementing plans and procedures that will improve the judicial system. The judicial system's current caseload is overwhelming and the District Attorney's office believes that an early case review system will shorten offender pretrial detention time thus reducing jail overcrowding and costs. Early case review can enhance a more rapid movement of pending cases through the systems by allowing immediate settlement or indictment.

## PROGRAM COMMENTS

The District Attorney's office is grateful for the support and assistance of the Hamilton County Commission for their support of local law enforcement and their belief in the judicial system as a whole. Due to their foresight and support, the materialization and effectiveness of the DUI Task Force, Drug Task Force, and Child Abuse Task Force are certainly workable and of beneficial assistance to the judicial system and the citizens of our community.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 491,898	\$ 537,759	\$ 912,000	\$ 482,253
Employee Benefits	116,627	135,212	194,159	135,683
Operations	145,844	217,168	194,734	158,637
<b>Total Expenditures</b>	<b>\$ 754,369</b>	<b>\$ 890,139</b>	<b>\$ 1,300,893</b>	<b>\$ 776,573</b>

Budget 2003 Employee Compensation and Employee Benefits includes grant supported staff that is not supported by new grant money in Budget 2004

# Election Commission – 1009

## **FUNCTION**

The Hamilton County Election Commission is an entity expressly created and organized by the laws of the State of Tennessee. However, it is not a part of any political subdivision of the State. Although the Hamilton County Election Commission receives certain designated funding from the State, the primary source of funding for the Hamilton County Election Commission is the Hamilton County government. Nevertheless, the Hamilton County Election Commission is not an arm of the county government.

The Hamilton County Election Commission is comprised of five election commissioners. The election commissioners are appointed by the State Election Commission, after consultation with the legislative delegation from Hamilton County. The Hamilton County Election Commission is obligated by State law to fulfill various duties including but not limited to: approving an annual operating budget, certifying voting machines prior to elections, and certifying election results.

The chief administrative officer of the Hamilton County Election Commission is the Administrator of Elections, who is appointed by and who serves at the collective pleasure of the five commissioners. The Administrator is responsible for the daily operations of the Hamilton County Election Commission and the execution of all elections. State law sets forth certain specific duties of the Administrator, including the employment of all office personnel.

DIVISION FUNCTIONS	% OF TOTAL WORKLOAD		
1. Voter Registration	10%		
2. Voter Maintenance	20%		
3. Voter Education	10%		
4. Conduct Elections	50%		
5. Miscellaneous Functions	10%		

QUANTITATIVE MEASURES OF FUNCTIONS	FY 2002 <u>ACTUAL</u>	FY 2003 <u>ACTUAL</u>	FY 2004 <u>ESTIMATED</u>
1. Number of Registered Voters	181,602	194,955	210,000
2. Number of Presentations	N/A	6	10
3. Number of Elections Held	1	5	1
4. Number of Schools of Instruction Conducted	N/A	4	6
5. Number of Address Verification/Confirmation Notices Mailed	294,635	5,110	200

\*State law requires that the County Election Commission implement an address verification program to be conducted at least on a biennial basis, but may do so annually. The first program was implemented in the fall of 2001; in the spring of 2003, the program was modified and completed. No additional address verification program will be implemented until after the November 2004 election. However, periodic mailers are sent if information provided by the Postal Service indicates a change in the voter's address.

## **DUTIES AND RESPONSIBILITIES**

Promotion of voter registration and the electoral process  
 Performance of all legally required duties in an impartial manner  
 Conduct each election fairly, honestly and accurately  
 Compilation, maintenance and dissemination of information to the public, the candidates, the voters, the press and all inquiring parties in regard to all aspects of the electoral process  
 Maintenance of voter registrations records  
 Assistance, as requested, with any plan of redistricting

## **GOALS AND OBJECTIVES FOR FY 2003-2004**

Consolidate precincts, as appropriate, to reduce duplication of services and expenses  
 Continue cross-training personnel in all office procedures  
 Modify election workers training program instituted in July 2002  
 Identify and develop early voting locations  
 Develop informational packages for candidates  
 Continue diagnostics and maintenance inspections of voting equipment to insure accuracy  
 Develop program for the recruitment of new generation of poll workers  
 Conduct statewide demonstration of voting equipment at request of Secretary of State's Office  
 Modify the street segments folder of the voter maintenance program to reduce duplication of information  
 Institute procedures to insure the office is in full compliance with the Help America Vote Act of 2002, including purchase of DRE voting equipment, verification of polling place accessibility for the handicapped, and provisional voting procedures for the 2004 election cycle  
 Develop personnel manual for employees  
 Develop office procedures and forms manual for employees

### **ACCOMPLISHMENTS DURING FY 2002-2003**

Conducted high school voter registration drives at 26 public and private high schools; 540 students registered; 463 applications pending 18<sup>th</sup> birthday; 14 address changes completed  
Numerous speaking engagements to civic organizations to promote voter awareness, voter registration and voter participation  
Developed general information package for public  
Modified voter maintenance program to eliminate duplication of functions  
Modified polling procedures to simplify process for workers and voters  
Staff attended and participated in numerous educational seminars  
Initiated discussions with various shopping malls for early voting potential  
Completed address verification program by contracting with authorized U.S.P.S. NCOA vendor thereby verifying 162,289 addresses without the necessity of sending verification/confirmation notices, which resulted in substantial savings in both printing costs, employee labor costs, and postage expenses  
Implemented filing system to enable staff to immediately access financial records, election results, and candidate information in a timely, concise and efficient manner  
Completed inventory of all office supplies  
Modified numerous election forms to bring the forms into compliance with state laws  
Designed and had constructed a secure ballot room for the storage of early voting, absentee and election day ballots  
Modified the procedure for conducting a back-up of data on a daily, weekly, end-of-the month, and yearly basis, thereby enabling the staff to more efficiently access information as of a specific time frame  
Implemented a "voter registration card on demand" procedure which provides a voter who appears at the office with his/her voter registration card immediately upon registering to vote or amending their voter registration record  
Developed an Election Officials Manual which was distributed to all attendees at the schools of instruction for election workers  
Modified the Officer of Elections Handbook to bring it into compliance with current law  
Modified the Inspector's Manual to bring it into compliance with current law  
Administrator of Elections successfully completed the State Examination for Election Administrators administered by the Secretary of State's Office to become a Certified Election Administrator, resulting in an \$18,000.00 monetary supplement from the State to the county general fund

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 742,035	\$ 582,258	\$ 910,712	\$ 865,657
Employee Benefits	156,479	138,337	204,613	181,268
Operations	350,553	347,622	392,835	487,827
Total Expenditures	\$ 1,249,067	\$ 1,068,217	\$ 1,508,160	\$ 1,534,752

# Criminal Court Clerk – 1010

## FUNCTION

These amounts represent costs incurred by the Criminal Court Clerk that are absorbed by the General Fund. These costs are included in the Criminal Court Clerk Fund budget as a transfer from the General Fund.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Benefits	\$ 542,188	\$ 564,715	\$ 698,635	\$ 782,859
Operations	112,326	121,370	161,037	154,566
<b>Total Expenditures</b>	<b>\$ 654,514</b>	<b>\$ 686,085</b>	<b>\$ 859,672</b>	<b>\$ 937,425</b>

# District Public Defender –1012

## FUNCTION

Pursuant to T.C.A. Section 8-14-204, the District Public Defender's office has the duty of representing indigent persons when appointed by the Court in any criminal prosecution or other proceeding involving a possible deprivation of liberty including habeas corpus or other post conviction proceedings, juvenile proceedings, and appellate proceedings. Indigence is determined by the Judges of the various courts and clients are accepted by appointment of the courts only.

## PERFORMANCE GOALS AND OBJECTIVES

The primary function of the office of District Public Defender is to provide effective and competent legal representation of indigent defendants in the various courts of Hamilton County, Tennessee (Criminal Courts Division I, II and III, Hamilton County General Sessions Court, Hamilton County Juvenile Court, and the City Courts of East Ridge, Soddy-Daisy, Red Bank, Signal Mountain, Walden, Lookout and Collegedale). The duties include counseling, advising, and representing clients on pre-trial matters, at trial, and on appeal to the appellate courts of this State. The office also handles detention hearings, adjudicatory hearings, and disposition hearings in Juvenile Court. In order to accomplish these objectives, the attorneys and staff must properly investigate the facts of each case, interview witnesses, prepare documents, prepare court presentations, and provide adequate legal research in support of the foregoing.

## PROGRAM COMMENTS

In 1992, the Tennessee legislature amended Title 16, Chapter 2, Part 5 of Tennessee Code Annotated and added the following section: "From and after July 1, 1992, any increase in the number of authorized assistant district attorney positions or increase in local funding for positions or office expense shall be accompanied by an increase in funding of seventy-five percent (75%) of the increase in positions or funding to the office of the public defender in such district for the purpose of indigent criminal defense." (T.C.A. 16-2-518). In the past year, Hamilton County has increased the number of judicial positions and court rooms in General Sessions Court and Juvenile Court. Historically, the County has subsidized the District Attorney General's Office to the extent of creating specialized practitioners (D.U.I. and child abuse prosecutor). Due to these facts this office is asking for resources to provide for an efficient court system for the citizens (voters) of this County whether they are witnesses, victims, or citizens accused.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 158,290	\$ 165,348	\$ 154,193	\$ 205,388
Employee Benefits	36,404	39,957	54,075	54,377
Operations	18,919	18,662	63,427	18,014
Total Expenditures	\$ 213,613	\$ 223,967	\$ 271,695	\$ 277,779

# Board of Equalization – 1013

## FUNCTION

The purpose of the Hamilton County Board of Equalization is to oversee the operations of the Property Assessor's office and to review property assessments to assure equalization.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Operations	\$ 550	\$ 2,450	\$ 2,500	\$ 2,000
Total Expenditures	\$ 550	\$ 2,450	\$ 2,500	\$ 2,000



# General Sessions Court Judges - 1014

## FUNCTION

The five General Sessions Court Judges, on a rotating basis, preside over the Civil and Criminal Divisions of General Sessions Court. They hear civil cases with jurisdiction up to \$15,000; they are responsible for hearing all landlord-tenant litigation; and have unlimited jurisdiction in replevin cases. The General Sessions Court judges hear misdemeanor criminal cases and traffic cases which occur in Hamilton County, Tennessee, and hold preliminary hearings on felony criminal cases in Hamilton County. They also hold mental health hearings from 29 surrounding Tennessee counties who are admitted on an emergency basis to mental health institutions in Hamilton County, Tennessee.

## PERFORMANCE GOALS AND OBJECTIVES

1. To hear impartially those cases coming before the General Sessions Judges and to render judgments accordingly.
2. To handle increasing caseloads in a timely fashion with as little inconvenience as possible to attorneys, litigants, officers and defendants.
3. To work with the Sheriff, the District Attorney General and Criminal Court Judges to reduce overcrowding in the county jail and county workhouse.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 610,445	\$ 633,684	\$ 654,186	\$ 666,141
Employee Benefits	121,323	139,288	162,452	173,074
Operations	50,946	38,987	46,401	46,402
Total Expenditures	\$ 782,714	\$ 811,959	\$ 863,039	\$ 885,617

# Juries – 1015

## FUNCTION

The function of the Jury is to try and determine, by a true and unanimous verdict, any question or issue of fact, according to law and the evidence as given them in the court.

## PERFORMANCE GOALS AND OBJECTIVES

The performance objective of the Jury is to render a fair and impartial verdict, according to law and the evidence.

## PROGRAM COMMENTS

The Court impanels 96 jurors to serve for a two-week period. The jurors are paid only for the number of days served. A code-a-phone is used to notify jurors if their service is needed for the following day. Non jury matters are tried during the month of August.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Jury Fees	\$ 176,446	\$ 182,456	\$ 200,000	\$ 200,000
Total Expenditures	\$ 176,446	\$ 182,456	\$ 200,000	\$ 200,000

# Criminal Court Judges – 1017

## FUNCTION

To administer justice in the courts as efficiently as possible.

## PERFORMANCE GOALS AND OBJECTIVES

1. To achieve justice as far as humanly possible but also as efficiently as possible, by the best means available including the use of modern equipment and at the least possible expense.
2. Also in a way to cause the least inconvenience to citizens of the county who must attend court as jurors and witness and even parties who may be innocent.

## PROGRAM COMMENTS

Nine (9) employees are included in the "Authorized Positions" section but are funded by the State and are not included in the County. The three (3) bailiffs are the only positions funded by Hamilton County.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 89,421	\$ 92,560	\$ 95,336	\$ 98,301
Employee Benefits	34,679	35,486	42,266	41,474
Operations	18,706	19,334	24,450	24,450
Total Expenditures	\$ 142,806	\$ 147,380	\$ 162,052	\$ 164,225

# Chancery Court Judges – 1018

## FUNCTION

Provide for the peaceful resolution of civil disputes. The Court handles cases involving domestic relations, worker's compensation, estates, trusts, contracts, review of administrative action of governmental agencies and boards, collection of delinquent taxes, guardianships and conservatorships, dissolution of partnerships and corporations, enforcement of liens, boundary lines, breach of contract, fraud, election contests, and other matters of a civil nature.

## PERFORMANCE GOALS AND OBJECTIVES

The speedy resolution of matters submitted to the Court, after a full hearing so that both sides of a dispute have an opportunity to present evidence relevant to the dispute, is the primary objective of the Chancery Court.

## PROGRAM COMMENTS

Hamilton County provides space, equipment, utilities, furnishings, and supplies for the Court.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Operations	\$ 7,700	\$ 7,989	\$ 11,550	\$ 10,500
Total Expenditures	\$ 7,700	\$ 7,989	\$ 11,550	\$ 10,500

# Circuit Court Judges – 1019

## FUNCTION

The Hamilton County Circuit Court is a state court of record with civil jurisdiction serving the people of Hamilton County. Both jury and non-jury cases are tried in the Circuit Court, which consists of suits for damages, domestic relations cases, hearings on protective orders, adoptions, Workmen's Compensation cases, etc.

## PERFORMANCE GOALS AND OBJECTIVES

The objective is to keep the docket current to insure that each person is able to have a timely, fair and impartial trial.

## PROGRAM COMMENTS

During the fiscal year, July 1, 2002 to June 30, 2003, the four civil Circuit courts disposed of 5,449 cases. The four judges are elected to eight-year terms, which expire in the year 2006. The program is designed to reduce the litigious nature of divorces in order to reduce the adverse impact of that atmosphere upon the children.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Employee Compensation	\$ 114,751	\$ 122,325	\$ 125,995	\$ 129,913
Employee Benefits	41,685	47,003	55,915	63,028
Operations	27,570	24,585	33,390	33,390
Total Expenditures	\$ 184,006	\$ 193,913	\$ 215,300	\$ 226,331

# Family Mediation – 1022

## FUNCTION

This program was mandated by Tennessee Code Annotated 366401 and was funded by a \$10 privilege tax levied on each marriage license issued in Hamilton County to coordinate the Divorce Education and Mediation pilot program.

<b>Expenditures by type</b>	<b>Actual 2001</b>	<b>Actual 2002</b>	<b>Budget 2003</b>	<b>Budget 2004</b>
Operations	\$ 74,570	\$ -	\$ -	\$ -
Total Expenditures	\$ 74,570	\$ -	\$ -	\$ -

# Judicial Commission-Magistrate – 1023

## FUNCTION

Under Resolution 1199-25, the County Commission appointed three Judicial Commissioners to assist in relieving the over-crowding that presently exists in the Hamilton County Jail. The scope of Judicial Commissioner's duties include: setting bonds or releasing defendants on their own recognizance under the guidelines of TCA Section 40-11-101, et seq. and specifically 40-11-118; issuing arrest and search warrants upon a finding of probable cause in accordance with the procedures outlined in TCA Section 40-5-101, et seq. and TCA Section 40-6-101, et seq; reviewing warrantless arrests, determining probable cause, and issuing arrest warrants in those cases; to issue mittimus following compliance with the procedures prescribed by TCA Section 40-5-103, and appointing attorneys for indigent defendants in accordance with applicable law and guidelines established by the presiding judge of the General Sessions Court.

## PERFORMANCE GOALS AND OBJECTIVES

1. Maintaining a jail population within or below the acceptable levels while ensuring that defendants return to Court timely.
2. Providing a Judicial Commissioner for the Annex at the times that no Sessions Judge is available at the Courts Building.

Expenditures by type	Actual 2001	Actual 2002	Budget 2003	Budget 2004
Employee Compensation	\$ 153,724	\$ 146,637	\$ 174,489	\$ 185,900
Employee Benefits	40,072	38,852	46,804	38,524
Operations	9,266	12,172	23,659	23,659
Total Expenditures	\$ 203,062	\$ 197,661	\$ 244,952	\$ 248,083